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UNITED STATES CIVIL SERVICE COMMISSION

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January 12, 1973

BULLETIN NO. 250-1

SUBJECT: Review of Agency Systems for Evaluation of Personnel Management

*Heads of Departments and Independent Establishments:*

ACTION DATE:

Report due

February 20, 1973

The President's Memorandum of October 9, 1969, on improving personnel management requires the Civil Service Commission to review agency personnel management evaluation systems and to take actions necessary to insure progress. As a key step in this review, we are requesting a report from under secretaries or principal deputies of Federal departments and agencies by February 20, 1973.

Background

The President, in his memorandum issued October 9, 1969, directed each executive department and agency head to establish a system to review periodically the effectiveness of personnel management within his organization. To achieve the kind of personnel management in government that fully taps the creative and productive capacity of the work-force, the President directed that each department and agency head:

- (1) Clearly establish the role of the personnel director in formulating and implementing personnel policies,
- (2) Establish an internal system of personnel management evaluation, and
- (3) Assign responsibility for establishing and reviewing the effectiveness of this system to his under secretary or principal deputy.

The President also assigned to the Civil Service Commission leadership responsibility for effective personnel management evaluation, and directed the Commission to establish Government-wide standards for adequate evaluation systems. FPM chapter 250 contains requirements for internal agency evaluation of personnel management effectiveness and sets out the minimum requirements for an adequate evaluation system.

INQUIRIES: Bureau of Personnel Management Evaluation, 63-24473

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Commission review of agency evaluation systems

Since the issuance of the President's October 9, 1969 memo, the Commission's Bureau of Personnel Management Evaluation has worked closely with departments and agencies in designing and implementing evaluation systems, in working out individual evaluation arrangements and in other joint evaluation activities.

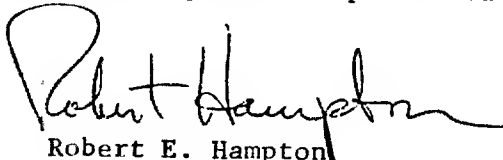
Now, however, the Commission is conducting a comprehensive, indepth assessment of progress and remaining problems in agency internal personnel management evaluation. Information for this assessment will be obtained from agency progress reports, supplemented by information available within Commission evaluation offices. It is important that the views of under secretaries or principal deputies be obtained because of the key role assigned to them in establishing and reviewing the effectiveness of personnel management evaluation systems.

Agency progress reports

The format for progress reports from under secretaries or principal deputies of departments and agencies is attached (attachment 1). Agencies from which reports are being requested are listed in attachment 2. Agencies not listed in attachment 2 need not report at this time.

Please forward your completed report to me no later than February 20, 1973. In preparing your agency progress report, please follow the format as closely as possible and provide specific data and examples where requested. Emphasis in this report is on specific evaluation activities, progress and results achieved to date, remaining problem areas, and further plans for action.

We appreciate your assistance in this intensive review of personnel management evaluation as one critical element of the Federal government's effort to continuously improve the management of personnel resources.

  
Robert E. Hampton  
Chairman

- Attachment: 1. Format for agency progress report  
2. List of agencies requested to report

STATINTL

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